

100 Gregory Lane  
Phone (925) 671-5232

CITY OF PLEASANT HILL  
**Engineering Division**  
**Preliminary Application for An**  
**ENCROACHMENT PERMIT**

Permit Number \_\_\_\_\_

FOR WORK TO BE PERFORMED IN PUBLIC RIGHT OF WAY

PLEASE READ THESE INSTRUCTIONS AND PROVISIONS CAREFULLY.

Describe work to be done. Attach applicable plans, insurance and permits. Phone or contact the City Inspector 48 hours before beginning work. Work done without inspection is subject to rejection. This permit must be kept on the work site at all times or work will be stopped.

Permit shall be void if work is not completed within \_\_\_\_\_ days from the date issued.

(To be completed by Applicant)
Applicant: _____
Work Location: _____
Cross Street: _____
Owner: _____
Contractor: _____
Contractor's Lic. #: _____
WCI #: _____ P.H. Bus. Lic. #: _____
Submittals:      Plans: _____      Sketches: _____

Payment Received	
Permit Fee	\$ _____
Inspection Fee	\$ _____
Surety Bond	\$ _____
Cash Bond	\$ _____
Other	\$ _____
Total	\$ _____
Receipt No. _____	

Description of work to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

Special Provisions: \_\_\_\_\_

\_\_\_\_\_

Permission is granted to perform work in accordance with the City of Pleasant Hill ordinances, Pleasant Hill Public Works Standards for Public Improvements, Contra Costa County Standard Plans and permit conditions of approval as noted on reverse side.

"The permittee agrees to save, indemnify and hold harmless the City of Pleasant Hill or its representatives from all liabilities imposed by law by reason of injury or death of any person or persons or damage to property which may arise out of work covered by this permit and does agree to defend the City in any claim to action asserting such liability."

Accepting this permit or starting any work hereunder, shall constitute acceptance and agreement to all of the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permit

Signature of Applicant	<b>PERMIT APPROVED</b>	<b>FINAL INSPECTION</b>
Address	By: _____	By: _____
City	Date Issued _____	Date _____
Phone No.		

## CONDITIONS OF APPROVAL FOR ENCROACHMENT PERMITS

### WORK SITE

1. As long as this permit is in effect, the contractor shall be responsible for keeping mud or other debris off the public streets adjacent to project. The public street shall not be used to store materials or to park construction trailers or other such vehicles for extended periods of time as per city ordinance.
2. The hours of work within the public right of way shall be limited to the hours of 8:00 a.m. to 5:00 p.m. Monday-Friday, or as approved by the Director of Public Works and Community Development. Hours of work are restricted to 9:00 a.m. to 3:00 p.m. Monday-Friday on Contra Costa Boulevard, Monument Boulevard, Oak Park Boulevard and Taylor Boulevard.
3. Notify the Engineering Division at (925) 671-5232 **48 hours prior to starting work**. Notifications must also be made prior to subsequent operations, i.e. saw cutting, paving, etc.
4. On-site public safety measures are the responsibility of the contractor. This includes any and all necessary safety permits. Comply with OSHA and Cal-OSHA requirements.
5. Leave work area in the same condition or better as existing: striping, pavement legends, sidewalks, etc.
6. Existing ground and landscaping shall be replaced to its original or better condition and subject to approval of property owner.
7. Placement of adequate pre-warning and construction signs to control pedestrian and vehicular traffic is required and shall comply with Caltrans manual of traffic controls for construction and maintenance work zones. Arrow board signs are required at all times throughout the City when any one or more lanes are closed along any street with two or more lanes in each direction, or as requested by Engineer.
8. Encroachment application permit fee is per our current fee schedule.
9. Inspection fee will be billed at our current fee schedule per hour, billed at a minimum of one hour per each daily inspection.
10. The permittee shall call at least 48 hours prior to any excavations USA (1 -800-227-2600) for utility location. Permittee is responsible for all utility relocations.
11. Contractor shall implement Best Management Practices to prevent pollution of air, soil and water. Bags used for sediment control must be constructed of woven poly propylene, polyethylene or polyamide fabric, minimum unit weight of 4 ounces/yd<sup>2</sup>. See California Stormwater BMP Handbook Construction for details at [www.cabmphandbooks.com](http://www.cabmphandbooks.com).

### BACK FILL

12. Backfill with 100% Class 2 aggregate base material, 12" min. thickness.
13. Compact aggregate base to 95% relative compaction.
14. Compact native material to 90% relative compaction.
15. Compaction tests by a registered soils engineer may be required. The number of tests will be determined in the field by the City Inspector and the cost of the tests will be the responsibility of the applicant.
16. Lean concrete may be used as backfill for narrow trenches, 6" max. width.

### PAVING

17. Saw cut existing asphalt one foot beyond trench line prior to paving -- Pave to near butt joints. Disposal of saw cut slurry waste in storm drain system is prohibited.
18. Pave thickness of asphalt concrete shall be equal to existing or a minimum of 4 inches, whichever is greater.
19. Fog seal is required at all vertical edges. Seal with sand.

### Special Conditions

- Construct driveway and sidewalk to standard details of the City of Pleasant Hill.
- No street cutting will be allowed (boring/jacking is required).
- All utilities, i.e. conduits and splice boxes, to be placed behind sidewalk areas.
- All right of ways, easements or acquisitions necessary to perform the subject work shall be acquired by the applicant.
- Contractor shall install and maintain erosion/silt control measures. A storm water pollution prevention plan may be required.
- All steel trench plating used for bridging over excavations within City's R.O.W. shall comply with Caltrans encroachment permit manual section 602.1.
- Permittee shall provide temporary access for pedestrians that complies with standards of the Americans with Disabilities Act.